



JOB ANNOUNCEMENT
EXECUTIVE DIRECTOR, CITY HEIGHTS COMMUNITY DEVELOPMENT CORPORATION

Background: City Heights Community Development Corporation (CHCDC) is a 501(c)3 non-profit organization based in the City Heights community of central San Diego. City Heights is a diverse community of almost 80,000 lower income families many of whom are new arrivals in the US. CHCDC was founded by residents in 1981 in response to deteriorating neighborhood conditions, inadequate facilities, poor infrastructure and a lack of community involvement in redevelopment efforts. By the 1990's, services expanded to focus on developing affordable housing and resident job preparation and placement. Today, CHCDC delivers programs in resident leadership, active transportation and community and economic development improvement programs.

Position Summary:

The executive director is responsible for the successful leadership and management of the day-to-day operations of the organization according to the strategic direction set by the Board of Directors in order to ensure program and fiscal sustainability and accountability. The executive director works with, and supports the board in defining organizational priorities, developing strong collaborating relationships with San Diego's nonprofit community including funders, agencies and community based organizations.

FLSA Status: Full-time, Exempt

Reports to: Board of Directors

MAJOR FUNCTIONS/ACCOUNTABILITIES

Board of Director Relations

- Work in partnership with Board of Directors and committees on establishing strategic direction, goals and objectives; policies and procedures for mission and vision achievement
- Recruit and maintain a full complement of board members per the organization's bylaws
- Provide the board with complete, effective and timely information on all aspects of operations, including internal and external issues affecting the organization and its stakeholders
- Advise the board on all aspects of the organization's operations
- Foster effective teamwork and collaboration with board and staff

Organizational Leadership and Management

- Develop and monitor annual staff work plans and timelines to update and carry out the 3 year strategic plan, including programming consistent with goals and objectives
- Work in partnership with the Associate Director to ensure compliance with all applicable human resources laws, regulations, and organizational policies
- Work with staff to ensure that programs and processes are evaluated and/or modified to obtain maximum efficiency and potentially improve outcomes.

Finance and Risk Management

- Work with the board to prepare a comprehensive organizational budget
- Ensure maintenance of internal controls and financial procedures; legal and regulatory compliance and accountability regarding all financial functions and reporting requirements

- Approve expenditures within the authority delegated by the board
- Prepare and maintain regular, comprehensive financial reports for board
- Assist the board in the development of long-term financial planning and analysis, and investment management
- Identify and evaluate risks affecting the organization's people, property, finances, goodwill and image
- Ensure the necessary insurance coverage, with an understanding of conditions and limitations, to manage identified risks as appropriate

Affordable Housing

- Negotiate, and secure project financing from a variety of public and private sources with the Housing Director.
- Together with the Housing Director, represent City Heights CDC during all phases of the development process, particularly project negotiation with project partners

Resource Development

- Work with the board to secure adequate resources needed to support the organization's strategic goals and objectives
- Provide oversight for all aspects of resource development and execution, including sponsorships, grants, and individual donor cultivation
- Develop and expand relationships with corporate and individual donors
- Ensure compliance with all funder-imposed funding requirements, restrictions, and reporting

Community Outreach and Advocacy

- Provide leadership to City Heights and the greater San Diego community by developing innovative ways to provide programs to the community by leveraging the organization's resources.
- Communicate with stakeholders and other community leaders about the work of the organization and to identify evolving community needs, and translate those needs into public policy and organizational strategies.
- Act as spokesperson for the organization and work to increase awareness of the organization
- Leverage the social equity of the organization into successful business partnerships, including commercial and housing developments.
- Provide oversight for organizational communication and marketing plans
- Support organizational partnerships and programming in conjunction with partners
- Cultivate and maintain mutually beneficial key relationships on behalf of the organization through outreach and collaboration across the community

QUALIFICATIONS, EDUCATION, EXPERIENCE

Professional Qualifications Required

- Dynamic, entrepreneurial, proven leader with at least 5 years senior level management experience
- A minimum of three years engagement in the affordable housing acquisition and development process in a management capacity.
- Sound knowledge of affordable housing financing programs including tax credit financing, Community Development Block Grants and HOME.

- Ability to lead through growth and challenges, with proven relationship-building, collaboration and conflict resolution skills
- Demonstrated ability to work with mission-driven organization, particularly volunteer board members
- Demonstrated community leadership and community development experience
- Demonstrated policy, advocacy skills and experience
- Strategic planning and analysis ability
- Strong motivational and team building skills
- Demonstrated organizational and project management experience
- Financial management experience managing budgets over \$2.0 million
- Demonstrated proficiency in fundraising, including corporate partnerships and grant writing
- Excellent internal and external communication skills, including public speaking, presentation and writing skills
- General knowledge of technology and information management systems such as Excel, Outlook, Microsoft Word and Power Point

Education and Experience

- Bachelor's or Master's degree in relevant field
- Relevant professional development courses
- At least ten years in the nonprofit/public sector with at least five years' experience in a senior leadership role

Other Key Qualities

- A thorough knowledge of and commitment to affordable housing and community development
- Diverse cultural competency
- Demonstrated ability to work with community partners and organization's diverse constituents to develop a strong network with key figures in affordable housing and community development
- Enthusiasm and dedication to inspire staff, volunteers and donors
- Bilingual skills a plus

Compensation and Benefits

Salary Range— \$110,000-\$130,000, based on background and experience. CHCDC offers competitive employer-paid benefits.

To Apply

Email in a **single submission**: one-page letter of interest, resume, and 3 professional references to: search.chcdc@npsolutions.org. Use the **"Job Code: "CHCDC" in the subject line**. No telephone calls or faxes. Only those applicants selected for the interview process will receive a response. Offer of employment is contingent upon successful background check.

The City Heights Community Development Corporation is an Equal Opportunity Employer. We are actively seeking a diverse applicant pool. All qualified applicants are encouraged to apply regardless of race, ethnicity, national origin, age, gender, physical ability, sexual orientation, gender identity, HIV status, or religious affiliation.